I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Juvenile Community Services

III. POLICY

Juvenile Community Corrections Officers shall use case management to identify the criminogenic needs of juveniles referred by law enforcement and the services and interventions necessary to address these needs and to mitigate associated risk factors. Case management consists of intake assessment, case planning, coordination, advocacy, monitoring, and evaluation. Juveniles under the supervision of Juvenile Community Services shall be managed according to the principles of risk-focused intervention. Juvenile Community Services staff shall maintain documentation of all significant decisions, actions, and events regarding juveniles referred by law enforcement and/or under supervision.

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Procedure A: Intake Assessment

1. Juvenile Community Corrections Officers shall take advantage of a variety of approved assessment tools to determine the type of resources appropriate to individual cases. These assessments may include, but are not limited to, substance abuse, sexual offending, and mental health assessments.

2. A Juvenile Community Corrections Officer shall initiate the approved general risk and needs assessment (in the Department's information management system - CORIS) when conducting the preliminary investigation interview with a juvenile who has been referred to the Department by law enforcement. In a case in which a juvenile is not interviewed or there is insufficient information to complete the assessment, it shall be completed within thirty (30) days from the date the juvenile is placed under supervision.

3. A Juvenile Community Corrections Officer may use the Division of Juvenile Services approved Juvenile Screening Tool (Attachment A) in lieu of the general risk and needs assessment for specific identified youth. The criteria for use of this screening tool shall be specific, limited, and pre-approved by the Associate Commissioner.

4. Juvenile Community Corrections Officers shall refer juveniles for substance abuse screenings in accordance with procedures detailed by the Office of Substance Abuse Juvenile Treatment Network. (Attachment B)

5. For every juvenile adjudicated of a sex offense, or any other offense where sexual offending behavior is reported or becomes known, the Juvenile Community Corrections Officer shall ensure an assessment of the juvenile’s sex offending behavior is completed by a trained assessor, using the approved assessment protocol.

6. The Juvenile Community Corrections Officer shall work with the Regional Supervisor and/or representatives of Children’s Behavioral Health in the Department of Health and Human Services to access other appropriate assessments or evaluations as needed.

Procedure B: Case Plan Development

1. The Juvenile Community Corrections Officer shall prepare a case plan which shall be maintained as a discrete part of the juvenile’s case file. The case plan shall be prepared with input from the juvenile and his or her parent(s) or guardian.
Community providers, representatives of Children’s Behavioral Health and other appropriate persons involved with a juvenile’s life shall also be consulted regarding development of the case plan. The case plan shall identify services and resources needed to address the identified criminogenic needs of the juvenile.

2. The case plan shall be reviewed and signed by the juvenile, the juvenile’s parent(s) or guardian and the Juvenile Community Corrections Officer. The signed original case plan shall be maintained in the juvenile’s file.

3. The case plan shall be entered into CORIS by the Juvenile Community Corrections Officer within forty-five (45) days from the start of supervision.

4. The case plan shall be individualized, strength based and, consistent with identified responsivity factors, shall incorporate a system of rewards and sanctions. The case plan shall establish clear goals and action steps. Reasonable timelines for accomplishing action steps must be documented. The plan shall also identify the persons responsible for each action step and the appropriate resources and services. Restorative justice action steps shall be incorporated in the case plan for a juvenile whenever harm to a victim or group of victims has been identified and has not been previously addressed.

5. The case plan shall be reviewed by the Juvenile Community Corrections Officer with the juvenile, the juvenile’s parent(s), or guardian at intervals of not more than three (3) months. In addition to the three (3) month reviews, the Juvenile Community Corrections Officer shall review the case plan with the juvenile, the juvenile’s parent(s) or guardian, on an as needed basis throughout the period of supervision. The plan shall be amended as necessary. The amended case plan shall be reviewed and signed by the juvenile, the juvenile’s parent(s) or guardian and the Juvenile Community Corrections Officer. The signed original of the amended case plan shall be maintained in the juvenile’s file.

6. The case plan shall identify the level of supervision required, as determined by the risk assessment, and shall include a plan for managing supervision and the projected date of completion. A high risk juvenile must have a case plan which includes morning, afternoon and evening contacts during each month.

7. If a Juvenile Community Corrections Officer believes a higher level of supervision is needed to assure community safety than that determined through the risk assessment, he/she shall consult with the Regional Supervisor for approval to increase the level of supervision.

**Procedure C: Coordination/Advocacy**

1. The Juvenile Community Corrections Officer shall facilitate the juvenile’s access to the services and resources identified in the case plan.
2. The Juvenile Community Corrections Officer shall advocate on behalf of the juvenile for appropriate community services, based on identified criminogenic needs, and coordinate and/or monitor the multiple providers of services identified in the case plan.

3. The Juvenile Community Corrections Officer shall assist the juvenile by identifying resources necessary for finding suitable employment and appropriate leisure-time programs and activities as identified in the case plan.

4. The Juvenile Community Corrections Officer shall encourage enrollment in education and/or vocational programs as identified in the case plan and shall support the juvenile’s continuation in these programs.

5. The Juvenile Community Corrections Officer shall request the juvenile’s parent(s) or guardian to complete financial disclosure statements prior to accessing community services.

6. The Juvenile Community Corrections Officer shall participate in collaborative efforts such as team meetings, wraparound meetings, family and systems teams, and other multi-disciplinary efforts in order to ensure services for the juvenile are appropriate and well coordinated.

Procedure D: Monitoring

1. The Juvenile Community Corrections Officer shall ensure the juvenile’s case plan is implemented. Progress toward meeting action steps shall be assessed through face to face meetings, oral and written communication with the juvenile and the juvenile’s parent(s) or guardian, and collateral contacts. All contacts must be directed toward identified criminogenic needs, the reduction of identified risks and/or the completion of the restorative justice plan.

2. Juvenile Community Corrections Officers shall maintain monitoring standards for all juveniles under supervision. To meet monitoring standards, all contacts must result from a face to face interaction with the juvenile by the Juvenile Community Corrections Officer and/or others identified in the case plan. Monitoring standards are established according to the juvenile’s assessed risk as follows:

   a. High Risk – At least twelve (12) contacts per month, including one (1) home contact each week for a juvenile with a high or medium risk level relating to family domain. A juvenile assessed overall at high risk, but with a low risk relating to the family domain, must receive one (1) home contact per month. At least one (1) contact per week must be performed by the Juvenile Community Corrections Officer. A high-risk juvenile must
have a monitoring plan which includes morning, afternoon and evening contacts during each month.

1. Scheduled home contact - Agreed upon appointment to take place at the juvenile’s home to gather information, facilitate case planning and promote continuum of care. All scheduled home contacts shall be noted in the Departments approved data base and notice provided to the supervisor, or designee.

2. Unscheduled home contact - Conducted without prior notice to family within a reasonable time frame not to exceed 10:00 p.m. The Juvenile Community Corrections Officer shall receive approval from the Regional Supervisor, or designee, prior to home contact. Request for unscheduled home contact shall include justification, and action plan.

   b. Medium Risk – At least eight (8) contacts per month. At least one (1) contact per month must be performed by the Juvenile Community Corrections Officer.

   c. Low Risk – Not to exceed two (2) contacts per month. If there is unsatisfactory progress toward goal attainment, one (1) contact per month must be made by the Juvenile Community Corrections Officer.

3. Contacts not made by the Juvenile Community Corrections Officer may be performed by persons specifically identified in the case plan as responsible for making contacts, including, but not limited to, law enforcement, community providers, and school personnel. Results of these contacts must be reported to the Juvenile Community Corrections Officer and recorded in CORIS.

4. For all out of home placements, the Juvenile Community Corrections Officers shall ensure there is at least one (1) face to face contact per month with the Juvenile Community Corrections Officer and the person(s) responsible for the care of the juvenile. This contact may be conducted by another Juvenile Community Corrections Officer through a courtesy supervision.

5. Juveniles in placements exceeding 500 miles (round trip) from the Juvenile Community Corrections Officer’s office requires face-to-face contact with the juvenile and the person(s) responsible for the care of the juvenile at least bi-monthly. Telephone contact with the juvenile and the person responsible for the care of the juvenile must be made at least twice during the month the juvenile is not visited.
6. A variation from contact standards for a period of time not to exceed two (2) weeks, due to illness, death in the family or other similar circumstances, shall be documented in CORIS by the Juvenile Community Corrections Officer.

7. For a period greater than two (2) weeks, the Juvenile Community Corrections Officer shall submit to the Regional Supervisor a written request to waive compliance with the contact standards, stating the reason the contact standards cannot be met and providing an alternative monitoring plan. The Regional Supervisor may approve or deny the request. In the event the request is approved, the Regional Supervisor shall notify the Regional Correctional Administrator.

8. Contact standards may be increased by the Juvenile Community Corrections Officer by one (1) level, for periods of time not to exceed one (1) month, in order to address emergent issues related to public safety and/or case plan goals. Reason(s) for any increase must be documented in CORIS. If, after one (1) month, the Juvenile Community Corrections Officer believes that the juvenile needs to be supervised at a higher level, the Juvenile Community Corrections Officer shall contact the Regional Supervisor in accordance with B. 7.

9. All contacts must relate to the management of the case plan, document progress toward achieving goals, and be recorded in CORIS.

10. All rewards and sanctions for a juvenile must be documented in CORIS.

11. The Regional Supervisor, and/or, his/her designee, shall provide continual review of field supervision from both an administrative and case management perspective.

Procedure E: Evaluation/Reassessment

1. The Juvenile Community Corrections Officer shall conduct a risk and needs reassessment at least every twelve (12) months of supervision, following a significant occurrence and/or intervention, and at termination of supervision, when the supervision period is three (3) months or longer. The Juvenile Community Corrections Officer shall consult with the Regional Correctional Administrator to determine when a significant occurrence and/or intervention have occurred.

2. Following each reassessment, excluding the termination reassessment, the case plan shall be modified to address current presenting risk factors.

3. The Juvenile Community Corrections Officer shall complete a reassessment of risk and needs for all juveniles released from the facility to community reintegration not less than forty-five (45) days and not more than ninety (90) days from release.

4. For every juvenile adjudicated of a sex offense, or any other offense where sexual offending behavior is reported or becomes known, the Juvenile Community
Corrections Officer shall ensure a reassessment is completed by a trained assessor at least every six (6) months of supervision, following a significant occurrence and/or intervention, and at termination of supervision using the approved assessment protocol.

5. Upon termination of supervision, the Juvenile Community Corrections Officer shall close each action step and goal of the case plan, summarizing performance.

VII. PROFESSIONAL STANDARDS

ACA:

2-7071 Written policy and procedure provide that the agency maintains written records of significant decisions and events regarding juveniles in the program.

2-7107 Written policy, procedure, and practice require a minimum of monthly person-to-person contact between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. When the private placement facility is at least 500 miles (round trip) from the base station, bimonthly person-to-person contact is required. Telephonic contact between the probation officer and the juvenile in placement, as well as the placement authority must be made at least twice during the month the juvenile will not be visited.

2-7128 Written policy and procedure provide that field supervision is continually reviewed by the supervisor from both an administrative and case management perspective.

2-7130 Written policy and procedure govern supervision and classification of juveniles.

2-7134 Written policy and procedure provide that the range and nature of field and office contact with juveniles under supervision correspond to the agency’s plan for classification, work, and supervision for each juvenile.

2-7135 Written policy and procedure governing community supervision provide for a case review at intervals of no more than three months, with prompt reclassification when warranted.

2-7136 When written policy and procedure require written reports from juveniles under supervision, a plan exists to review and assess their value to the juveniles and the agency.

2-7137 Written policy and procedure provide that the field staff member, the juvenile, and when appropriate, parents and/or guardians /custodians jointly develop a supervision plan that includes objectives and a projected date of termination.

2-7138 Written policy and procedure provide for review of the field supervision plan with the juvenile and his/her parents and/or guardians/custodians on an as-needed basis and adjusted in accordance with the juvenile’s performance.
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<th>POLICY NUMBER/TITLE</th>
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<tr>
<td>2-7139</td>
<td>Written policy and procedure require that the field staff member contact community agencies that are familiar with the juvenile; such contacts are made according to the supervision plan and have a specific purpose.</td>
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<tr>
<td>2-7145</td>
<td>Written policy and procedure provide that a closing report is prepared summarizing the performance of the juvenile during the entire period of supervision.</td>
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<td>2-7148</td>
<td>The field agency devotes specific resources to assist employable juveniles in finding suitable employment.</td>
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<td>2-7150</td>
<td>Written policy and procedure encourage enrollment and support of juveniles in educational and vocational programs.</td>
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<td>2-7151</td>
<td>The agency provides guidance to juveniles on leisure time programs and activities available in the community.</td>
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